



CALIFORNIA

Technician/AGR  
Administrative  
Instruction

National Guard Technicians - CAL NG Active Guard/Reserve

MILITARY DEPARTMENT

P. O. BOX 269101  
Sacramento, CA 95826-9101

NUMBER

03-45

31 October 2003

EXPIRES 31 DECEMBER 2003

**WILDFIRES IN CALIFORNIA**

**EXCUSED ABSENCE AND EMERGENCY  
LEAVE TRANSFER PROGRAM**

1. Due to the tragic wildfires that have ravaged Southern California in the past week, the Office of Personnel Management (OPM) has issued guidelines regarding absences and emergency leave.

2. **Excused Absence:** If an employee is prevented from reporting to work or faced with personal emergency because of the fires and their aftermath, they may be granted excused absence. When coding time and attendance use "LV". However, if called upon to assist in the emergency to enforce law, relieve or clean-up efforts by Federal, State or other officials having jurisdiction, Federal employees of the National Guard who are ordered to active duty are to be in an appropriate leave status.

3. **Emergency Leave Transfer Program:** Employees may donate unused annual leave for transfer to the same or other agencies who have been adversely affected by the fires and need additional time off from work without having to use their own paid leave.

4. If you would like to donate leave, please complete an OPM form 630-A, Request to Donate Annual Leave. You may download this form from the Office of Personnel Management website ([www.opm.gov](http://www.opm.gov)) or contact Customer Services for a copy of the form.

5. **Point of contact:** If you need assistance, please contact Ms. Nancy Hamilton, Chief, Employee Services, CAGNET 63411, DSN 466-3411 or (916) 854-3411.

FOR THE ADJUTANT GENERAL:

LAWRENCE D. COOPER  
COL, OD, CA ARNG  
Human Resource Officer

DISTRIBUTION:  
ARMY: TA  
AIR: TA